Version

6.x

Supplier Manual

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Chapter

1

Introduction

This manual is designed to assist you with participating effectively in an Online Negotiation. While this manual provides key initial advice and reference material, attending demonstrations and training sessions will more effectively prepare you for an event. We encourage you to take advantage of all resources to master this business approach.

Login

Enter your unique login name and password to enter the secure Online Negotiation environment. If this is the first time you have been invited to participate in an event or you have forgotten your password, you will need to request a password. Based on this login name and password you will be presented a list of events in which you have been invited to participate.

If you make an error entering your login name and password, you will be presented with an error. Try your login and password combination again. To avoid miss-keying the password, the password from the Online Negotiation notification email and paste it into the password field. Should you need assistance, contact the Help Desk. Global toll free and direct dial numbers are referenced in the Online Negotiations notification email and are available on the **Support** tab in the application.

The event notification emails will provide one of two logins: "Main" or "View-Only". The main login allows the user to place bids, while the View-Only login allows the user to view activity, but not place bids. Bidders may use the View Only login to allow remote team members to view the event.

Create/Regenerate Password

You (the supplier) will receive an email message (containing a login ID) inviting you to attend an event along with instructions to **Create/Regenerate Password** in order to participate in the event. **You will not receive a password email**.

Suppliers are instructed to visit the login page and enter their login credentials. Click the **Create/Regenerate Password** link in order to receive a password. You will only need to do this if you are participating in an event for the first time or if you forget your password. You will need to enter your **Login ID** (as provided in the invitation email) along with your email address as it appears in the database. Once you enter this information, you will receive your password in an email. If you do not remember your login id, contact the Help Desk.

Help Desk

If you are experiencing difficulty logging in, please call our Help Desk. The help desk is available to help all users with any technology related issues they may experience. Hours of operation are **Monday through Friday 24 hours per day, 5 days per week**. Global toll free and direct dial numbers are referenced in the Online Negotiations notification email and are available on the **Support** tab in the application.

IMPORTANT: The application is unavailable during ATKPS' regularly scheduled maintenance windows of 8:00 pm - 8:30 pm PST/PDT (GMT -8) Sunday through Thursday, 8:00 pm - 12:00 am PST/PDT (GMT -8) Friday, and 8:00 pm - 9:00 pm PST/PDT (GMT -8) Saturday.

Idle Time Limit (30 minutes)

If you are idle on the system for 30 minutes or more, the system recognizes you as logged out and will close your session. *Please note that because the screen image does not change when this session close occurs, you may not realize that this has occurred until you try to save or move from one screen to another.* Therefore, it is very important to move from one screen to another at least every 20 minutes to prevent being logged out and losing information. If a session timeout occurs, simply log in again. If you plan to step away from your desk for an extended length of time, it is suggested that you log off the system to prevent being timed out.

Preparing for an Online Negotiation event

Preparation is important to maximize your chances of success during the Online Negotiation. Because the event will be conducted within a limited window of time, bid value decisions will need to be made quickly in a real-time dynamic environment. For this reason, it is important that you become familiar with the software before the event and mobilize participation by key decision-makers within your organization.

Suggested preparation includes the following steps:

1) Participate in the practice event

Before the actual Online Negotiation, you will be invited to participate in a practice event. At a minimum, log on and submit at least one bid to test your system's technical functionality. Time is also well spent clicking through each of the event screens and reports to familiarize yourself with the software. Practice sending messages to the Sponsor/ Event Manager through the system and ask for a confirmation of that message. During this time, the Event Manager will be available (by phone or e-mail) to answer any questions.

2) Assemble a strong event team

Mobilize participation by the right people. Identify and ensure that decision-makers who can approve the bidding, are on the team and available to participate. As soon as the Online Negotiation date and time are available, schedule it with all participants. We recommend senior representation from:

- Sales and Marketing
- Finance

- Engineering/ Quality Management

- Purchasing/ Operations

3) Provide accurate contact information

Provide a contact name, phone number and email for the day of the event. For instance, if your Online Negotiation team will be working from a conference room during the event, please provide that number. Also, since the Event Manager may use your email address for communications during the event, be sure to check your incoming email frequently.

4) Develop a bidding strategy for each category

Some Bidders may have a strategy to beat the best bid in each Subcategory, while others may target a certain rank or a percentage gap from the lowest Bidder. In any case, it is important to develop this strategy before the event, and use the online reports to monitor your position on a frequent basis.

Bidders are cautioned not to hold all bids until the last few minutes of an event, to avoid the following risks:

- Each company's network is different, and there may be variations in the time between when your bid is submitted and when it is received.

Bids in the last minutes may prompt an automatic extension and allow competitors to respond. Because the extension periods are limited, you will have less time to counter-bid if you leave it until the end. Be prepared for event extensions and be prepared to react quickly during the extended period. Event extensions and length of extensions are pre-determined by the Sponsor of the Online Negotiation.

Hints:

Before the Online Negotiation starts:

§   Check that your technology meets the minimum requirements (See Chapter 3 System Requirements)

§   Familiarize your team with all screens, reports and messaging

§   Synchronize your calendar and watch with the Online Negotiation date and time

§   Reset your Browser (See System Requirements)

§   Select "landscape" in your printing format (See Printing and Downloading)

Chapter

2

Technical & System Requirements

Technology Requirements

Technology	Recommended Requirement	Minimum Requirement
PC Processor / Memory	Pentium III level PC, with greater than 800 MHz processor, 256Mb of RAM	Pentium III level PC, with greater than 800 MHz processor, 256Mb of RAM (128Mb for Windows XP)
Browser	Internet Explorer 6.0 or higher	Internet Explorer 6.0 or higher [1]
Internet Connection Speed	Dedicated high-speed (256kb or faster) connection (DSL or ISDN speed or faster). For best results, use corporate access connection	Modem connection with 56 kbps
Monitor Resolution	1024 x 768	1024 x 768
Operating System	Microsoft Windows 2000, NT 4.0, and XP with at least 256 MB of available memory after browser is launched	Microsoft 2000, NT 4.0, and XP, with at least 256 MB of available memory after browser is launched

[1] The current version of Microsoft Internet Explorer is available free on Microsoft's website. **Internet Explorer is the preferred web browser.** Netscape, AOL and Mozilla are not currently supported.

Hints: For best internet connection speed, use a corporate T1 connection. Java, JavaScript and cookies must be enabled. The browser must support SSL encryption and pop-up blockers must be disabled

Test your browser at the following URL address:
https://auctions.ebreviate.com/auction/check/index.jsp

Configuring your Browser for Internet Explorer 6

The recommended browser is Microsoft Internet Explorer version 6.0. Netscape, AOL and Mozilla are not currently supported.

To check **which version** of Internet Explorer you are currently running:
- **Launch** your Internet Explorer browser to establish a session.
- Click **Help** from the top menu selection toolbar
- Click **About Internet Explorer**
- A pop-up window will be presented
- The **version** should be 6.0 or higher

If you do not have the recommended version, go to Microsoft's web site www.microsoft.com and download the most current version of Internet Explorer.

Are you a Corporate Network User whose company has restrictive Internet policies?
When first installed, all Browsers are set to allow JavaScript to be used and Cookies to be accepted. In some corporations with severe security restrictions, these options are turned off. If you are unsure, or have had troubles using the ATKPS offerings, check your Browser settings, using the following instructions.
- Launch your Internet Explorer browser to establish a session
- Click **Tools** from the top menu selection toolbar
- Select **Internet Options**
- On the **Security** tab, click on the **Custom Level**
- Check **Enable** for **"Active Scripting", "Allow paste operations via script", "Automatic prompting for file download" and all elements referring to Download.**
- Click **OK**
- Click on the **Advanced tab**
- Check both "**Disable Script Debugging (Internet Explorer)**" and "**Disable Script Debugging (Other)**". Scroll down and look for **Java (Sun).**
- The Java (Sun) version should be at least **1.4.1**, and this field should be checked. If you do not have the recommended version, go to web site http://www.java.com/en/download/manual.jsp and download the most current version of Sun Java.
- Click **OK**
- Close your browser and open a new browser session to initialize the new settings.

Monitor Resolution

The optimal setting for your monitor should be set to 1024 x 768 resolution.

To check and change your settings, follow these instructions:
- Right click when your are on the Desktop
- Click on **Properties**
- Click on the **Settings** tab
- Under the **Screen resolution** section**,** select **1024 x 768 pixels**
- Click **Apply**
- Your monitor will flicker and then be configured to the proper resolution.
- Click **OK**.

Pop-Up Blockers

Many legitimate advertisers and businesses on the Internet use windows that pop up in the middle of your screen to display a message, application or report. They might also open when you prompt a download of a template or instructional file/manual. These types of pop-ups are very helpful and not harmful to your computer.

Windows XP Service Pack 2 (SP2) for Internet Explorer allows you to prevent most pop-up windows from appearing over pages you want to view while you are using the Internet.

Using Pop-up Blocker
When you install SP2, Pop-up Blocker is turned on in Internet Explorer and set to the medium setting, which means it will block most automatic pop-ups. The default settings for the pop-up blocker allow you to see pop-ups that are opened when you click a link or button on a Web site. Pop-up Blocker will also play a sound and show the Information Bar when a pop-up is blocked. You can adjust these settings so that Pop-up Blocker works the way you want it to and so that it displays the sourcing application.

To change Pop-up Blocker settings using Internet Explorer:
1. Open **Internet Explorer**.
2. On the **Tools** menu, point to **Pop-up Blocker**, and then click **Pop-up Blocker Settings**.
3. If you want to see pop-up windows from a specific Web site, type the address (or URL) of the site in the Address of Web site to allow box, and then click Add.

To learn how to enable this option, you can also navigate to the following link:
http://www.microsoft.com/windowsxp/using/web/sp2_popupblocker.mspx

Firewalls and ad-blockers can in some cases be the cause of some issues to access to the application. Please check with your IT department and the ATKPS helpdesk for further guidance.

Spam Filters

Spam, known as unsolicited e-mail typically generated in the form of advertising for some product sent wide-scale to a mailing list or newsgroup has become the single largest nuisance for Internet users. With over 30 billion e-mails being sent daily, some experts estimate that over 40% of all e-mail is defined as Spam.

If you contribute articles to user-net newsgroups, whether work-related or leisure-related, you probably have had your e-mail address automatically extracted by one of the many programs on the market which can collect e-mail addresses this way. This trawling for of e-mail address to send stuff annoys many people and the problem with this junk mail is only getting worse. If you have not received an ID/Password to the designated event, chances are your email has been filtered by your organization.

Often times, organizations manage and control the onslaught of unsolicited e-mail or Spam with the use of Spam filters. Please contact the appropriate event host if you have not received your ID and Password to participate in the event.

If you are still having trouble or need assistance, you can contact the ATKPS Help Desk.

Chapter

3

Event Management

Upon successful login, you are routed to the list of events page. This screen contains a clickable list of events. Select the event you would like to access and click the **Enter Event** button

Change Password

It is recommended that you change your password periodically for security purposes.

From the Bidder Console:
- § Click **Edit** at the top right hand corner next to "Logged in as: "
- § Your user profile page will be presented allowing you to change your Password along with additional profile information.
- § Click **Ok**

You will need to provide the modified Password when logging into the System next time.

Basic Bidder Console layout

Once you log on to the Bidder Console, locate the main areas of the application. These areas, which will be present at all times during the event and each has a unique purpose.

Frame	Purpose
Event Clock	The Event clock displays the time prior to and the time remaining in the event.
Message Ticker Bar	Throughout the event, messages will appear in the blue area under the event clock and scroll across the screen. All messages received are logged in the "Message Log".
Bid Details (Category List)	This area shows all the Subcategories in the Online Negotiation that you are eligible to bid on. Select the Subcategories and Items to view and place bids. Visual alerts are displayed in the category structure list when new or tie bids are placed. This frame will change continually depending on which item you select.
Event Tabs	The Messages, Message Log, Event Graph, Formulas, Event Info and Reports tabs contain specific functionality. Prior to the event, it is recommended that you navigate through each tab to become familiar and comfortable accessing the event information found on each tab.

Event Clock

When the event begins, the clock at the top of the screen will begin a countdown of the time remaining in the event. The Event Info tab shows the start and end times for the event. It is very important for you to pay close attention to the number of minutes remaining in the event.

If the sponsor permits extensions, the countdown clock will begin to flash red within the final minutes remaining in the event (for e.g. 5 minutes). If a bid is received during this time, the event will be extended. Extensions ensure that all bidders have a chance to submit their best bids. The Sponsor determines the extension strategy. During the Supplier Practice event, the sponsor should let you know whether or not extensions will be allowed during the event. They may or may not share specifics on the maximum number of extensions however; they should inform you of the duration of each extension. The extension is triggered when a bid is **received**, not when the bid is **placed**. It is important to actively bid during the event and not rely on any extension strategy. If no qualifying bid is placed during the final minutes of the event, the event will close.

Ticker Messages

A Ticker Message bar at the top of the screen displays messages from the Sponsor. Messages may direct the supplier to certain reports or prompt them to review certain categories. All messages sent across the ticker are also stored in the Message Log and are sent to all suppliers participating in the event.

Bid Details

The **Bid Details** screen allows suppliers to submit new bids at a subcategory or item level. It also tracks bid activity and allows all suppliers to monitor competitors bid activity at a detailed level. "**New**" icons identify new bids and "**tie**" icons note where bids are tied for best bid.

This screen shows results for one subcategory or item at a time. To view the bid details for a different subcategory or item, click on another subcategory or item from the left side event structure.

Several features of the Bid Details screen allow suppliers to monitor competitors' bidding activity. At the discretion of the Sponsor, each Subcategory and Biddable component displays a **"Best Bid"** column with the bid values from any participating Bidder. Your current bid is displayed under the "**Your Current Bid**" column.   In some events, the total cost summary information is also displayed.

Enter bid(s) in the field marked "**Next Bid**." When satisfied with the bid values, click the "**Submit**" button to submit them. Submitting a bid forces the field to refresh and the new bids will be displayed. To submit bids on more than one item or biddable component at a time, click the "**Submit All**" button after entering the bid values for each item.

The system has guidelines for how much a bid may increase or decrease with each bid submission. The minimum bound ensures that only materially different bids are submitted, and the maximum bound guards against simple mistakes, such as miss-keying a bid value.   The sponsor sets the bounds that are appropriate for the event (i.e., bids must be between 0.5% and 25% less than the current bid). The button titled "**Bid XXX**" provides the recommended minimum bid based on these settings. To use this bid, click the "Bid XXX" button, (the value appears to the

right in the field), then click the "Submit" or "Submit All" button. It is important to note that the bids will not be submitted unless the "Submit" or "Submit All" button is clicked.

If a mistake is made while entering a bid, send a message via the message tab to the Sponsor letting them know about the error immediately. Be specific in the message to include the category, subcategory, item, biddable component name, and the bid value entered in error along with the bid value that should have been submitted. The bid can be modified at the Sponsors discretion.

The **up & down** arrows that appear next to each biddable component (in the case of multi-parameter events indicate if the bidding for that respective biddable component must go up, down, or both.

To monitor bidding activity, watch the list of category names on the left side of the screen. When a **new bid** is received, the category, subcategory and item for which the bid was placed will display the "**New Icon**". There is also an audio sound if the sponsor has enabled the sound and the PC being used is set up with speaker capabilities. Click the active subcategory to identify what bids were placed and for which parameters. Best bids are displayed in bold font under the "Best Bid" column.

The display of the "Best Bid" column is determined by the Sponsor of the event. If this column is not visible, it is because the sponsor has elected not to display it. A column for "Your Current Rank" may be displayed in place of the Best Bid column. Again, this is determined by the Sponsor.

If the Sponsor enables the Rank Report during the event, mouse over any bid value on an item and the ranking will be displayed in the mouse over text.

Do not enter, spaces or measurement signs in the bidding field ($, %, etc.). The system will not accept these characters.

It is not necessary enter a bid for each Biddable component in a Subcategory— e.g., submit a bid for price, but leave the other biddable components the same. Leave the fields blank if no bid change is necessary.

In special cases, the Sponsor may have to temporarily Pause or **Close** the bidding for a particular element. Please watch the ticker message and Message Log for instructions and information regarding this Pause or Close.

Event Tabs

Located in the lower portion of the screen are a series of informational tabs. The Messages, Message Log, Event Graph, Formulas, Event Info and Reports tabs contain specific functionality. Prior to the event, it is recommended that each bidder navigate through each tab to become familiar and comfortable accessing the event information found on each tab.

Messages

The **Messages** Tab allows the Bidders to be in constant communication with the Event Manager and the Sponsor at all times during the event. Should a Bidder have trouble or have a question

for the Event Manager, type a message in the lower message area. Clicking Submit sends the message instantaneously to the Event Manager's console. Any replies from the Event Manager are posted directly under the original message from the Bidder.

Message Log

The **Message Log** keeps track of all of the messages that are sent by the Event Manager and the Bidder. It details what time the message was sent, who sent the message, the message recipient and the entire message. This includes all messages sent using the Message tab and any message sent via the Ticker Message area of the application.

Event Graph

The **Event Graph** displays the bids that are placed over time. The target and baseline information is displayed at the discretion of the Sponsor of the event. The bidder may only see their bids and not the targets or baselines.

Formulas

The **Formulas** tab displays the formulas used in the calculation of total cost as defined by the Event Manager. This tab is only viewable at the Event Manager or Sponsor's discretion. If the Formulas tab is not displayed, then the Event Manager has elected not to make it visible to the Bidders.

Event Info

The **Event Info** tab displays the general event information and important phone numbers like the Help Desk and Event Manager's contact information.

Reports

The Reports tab displays a menu of real-time reports showing relative bid position, currency, categories and subcategories. To access the reports click the "Reports" tab and select the respective report at the bottom of the screen. The report will appear in a new window.

If the sponsor chooses to display the Rank Report and they **do not** have the Best Bid displayed, the Suppliers will see their ranking under the "**Your Current Rank"** column on the Bid Details screen. You can also run the Rank Report to see the ranking as well.

As part of the sourcing process, suppliers will receive a **Bid Confirmation** at the completion of the event. The Bid Confirmation needs to be **signed** and **faxed back** to the Sponsor of the event. If no Bid Confirmation is received shortly after the event closes, please contact the Sponsor of the event.

Chapter

4

Printing and Downloading

Throughout the event, it is helpful to print a screens, reports or download data. This function is easily available in an Internet environment.

Printing

To print a page, click the cursor on the area you wish to print. Then, in your Internet browser menu, select "File" then "Print".

It is recommended that you print in landscape rather than portrait. To format the page for landscape, in your Internet browser menu, select "File" then "Page Setup". Under "Orientation", select "Landscape".

When printing, click the cursor in the area of the screen you want to print. (i.e., if cursor is accidentally highlighting the header, the computer will print the header)

Downloading Data

To work with data in a spreadsheet program, select the data by dragging the cursor across the screen while holding the shift key down. Then, at the browser menu, select "Edit" then "Copy". Next, open the spreadsheet program and select "Edit" then "Paste". Save the file to your computer.